



STARS

Student Tracking and Reporting System

**Education Campus
Period Attendance
User Guide
eSIS v 9.0
Version 1**

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STARS
Student Tracking and Reporting System

Education Campus Attendance User Guide

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Education Campus Attendance User Guide

Overview

Taking attendance is a daily function all schools must perform within the school environment. It generates truancy reports for the District of Columbia Public School System and the individual DCPS schools, as well as keeps track of the student attendance record. An Educational Campus consists of either PreK-7 or PreK-8 grade levels. The PreK-6th grade level students usually take daily attendance in the homeroom classes since they are self-contained in the classrooms. The 7th-8th grades classes take period attendance in each class with different teachers or courses because the students change classes throughout the day. Currently in the Educational Campus environment, Period Attendance is taken, however, in a slightly different manner. Attendance for the lower grades will be taken during an Advisory class for PreK-5 and some 6th grade classes that are in the Self-Contained classrooms while the middle grade students, 6th-8th that receive schedules and change classes, will have attendance taken during each period of the day.

Objectives

Upon completion of this session, participants should be able to:

- Add the Advisory Period to the Self-Contained students schedule.
- Successfully access the Attendance Module of DCSTARS
- Enter Period Attendance in the Class Entry Screen
- Enter whole day and multi-day absences
- Complete Period Attendance in the Mass Entry Screen
- Successfully accessing and viewing Student Absences
- Generating Student Absence reports

Participant Prerequisites

The participants of this class should have successfully completed the following training classes:

- * System Basics

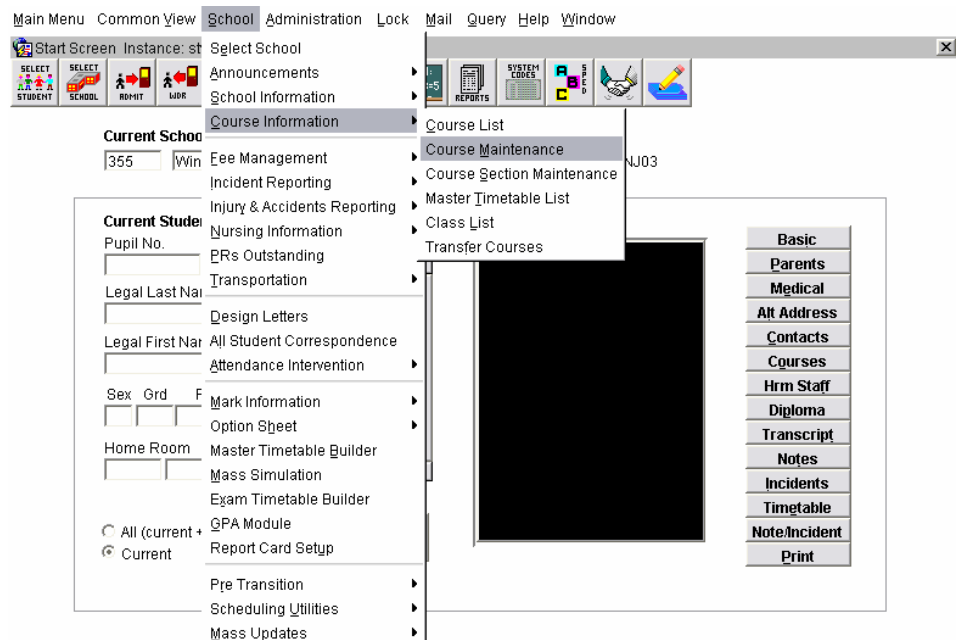
Setting Up the Advisory Period

Previously, self-contained PreK-6th grade level classes were taking attendance during homeroom. This procedure has changed to include an Advisory Class to each lower grade for the purpose of taking attendance during this period of the day instead of during homeroom. In this section, the user will learn to prepare DCSTARS by setting up the Advisory Period for the students.

Adding the Advisory Course to Course List

The first step in adding the Advisory Course to the school's Course List is to pull the Course into Course Section Maintenance.

From the DCSTARS Start Screen, select **School** menu > **Course Information** > **Course Maintenance**.





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The **Course Maintenance** window will display.

Click the **List ADD** button to open the Standard Course List window. This will allow the user to locate and select the Advisory Course.

Course Maintenance window showing various fields for course information. The 'List ADD' button is circled in red.

Action Edit Block Field Record Query Lock Help Window

DC Public Schools - Standard Course List

Course	Course Description	External Course Code
A00	Intro to Digital Arts Technology	3606
A01	ART 5	3601
A02	ART 6	3601
A03	ART 7	
A04	ART 8	
A25	Art Introduction To Drawing	
A50	Video Production	2735
A52	Video Production II	2735
A66	AP Studio Art	
A79	Design Tools and Techniques I	
A81	Introduction To Photography	
A82	Curatorial Skills	
A84	Computer Graphics I	
A85	Computer Graphics II	
A88	AP Studio Art/Drawing	
A89	AP Studio Art 2-D Design	
AA4	Advisory	
AA5	Life Entry	

Select

In Standard Course List window, locate course code **AA4** for the Advisory course and click the **Select** button to choose this option and return to Course Maintenance.



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AA4 is now pulled
into Course
Maintenance.

To complete this
Advisory course
entry, complete the
Grade Level,
Format,
Department,
Course Length, and
Min/Max Class Size
entry fields.

Grade Level	Format	Department	Course Length	Max Class Size
<div> 06 05 06 07 08 K PK PS </div>	<div> Full Semester Alternating Days (Full year) Alternating Days (Full Sem) Alternating Days (Full Term) Full Term Full Semester Full Year </div>	<div> Mathematics Military Sci Music Non-Traditional On-Job Training Other PUB/PR/Part Reading </div>	<div> 9 Weeks 18 Weeks 36 Weeks 5 Weeks </div>	Min/Max Class Size <input type="text"/> <input type="text"/> 35
Enter PK or PS in the grade level dropdown menu. This includes the lowest grade that can take this course and all of the higher grades.	Change the Format to Full Year.	Select Other in Department dropdown menu.	Change to Course Length to 36 week. This must match the Format of Full Year.	Enter the Maximum class size in the second input field. The user may enter the minimum class size in the first input field but it is not required.



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Select the **Save** button  to store the Advisory course in the school's Course list.

Action Edit Block Field Record Query Lock Help Window

Course Maintenance

School Name

School Year: ☒ Curre... ☐ Next

Course/Title Lang of Instruct.

Short Name Credit Value ? Hours

External Code ? Times for Credit Units

Mark/Grade Type

Subject Category

Course Type

Crs Designator

HS Credit? ☐ HS Credit Apply? ☐

Ranking? ☐ Median Length

Hon. Roll? ☐ GPA Multiplier

GPA? ☐ Extra GPA Point

Academic Level

Target/Maximum PTC

Coop In/Out School Hours

Service Learning Hours

Course Seq

Exam? ☐

Report Card? ☒

Parent Interface? ☐

Coop? ☐

Non-Standard? ☒

Career Prep? ☐

Vocational? ☐

Need Counselor ☐

Approval To Repeat? ☐

Grade Level # of Sections Course Length

Option Default Sem

Format Do Not Replace by Global Alternate ☐

Department Study Hall? ☐ Lunch? ☐ Option Sheet? ☒

Sub Dept.

Consecutive Periods



Weight Gender Restriction


Preferred Loading

Min/Max Class Size

Max Sec/Per Traditional Gender

Course Catalogue Report Card Narrative

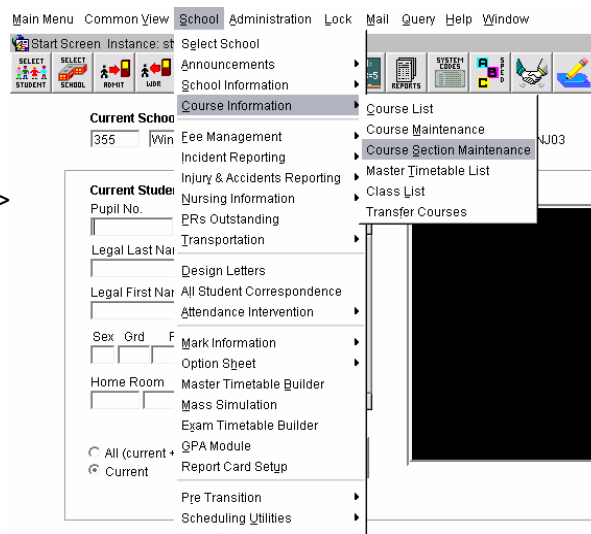
List ADD More Timetable ADD DEL  

Click the door  to Exit the Course Maintenance window and return to the DCSTARS Start Screen.

Setting up Course Section Maintenance for the Advisory Course

After the user successfully adds the Advisory Course to the schools Course List, sections for each grade level must be created. This assigns classes and teachers to the course, and also designates when the course is in session (Semester, Term, Day, and Period).

From the DCSTARS Start Screen, select the **School** menu > **Course Information** > **Course Section Maintenance**



In Course Section Maintenance window, the user must complete at least two entries:

1. Timetable

Action Edit Block Field Record Query Lock Help Window

Course Section Maintenance

School Year ☒ Current ☐ Next

Course

Course	Title	Short Name
AA4	Advisory	AA4

Course Explodes

Timetable

Sec Teacher	Room	Room Capacity	Min	Max	Sped Max

☐ Closed
 ☐ Total
 ☐ Male
 ☐ Female
 ☐ Sped
 ☐ Reg
 Start Date
 Stop Date
 Course Length

☐ No
 Gender Rest
 How Taken
 Class Type

☐ Parent Course
 ☐ Child Course

Combined Course

2. Schedule

Schedule

Semester	Term	Day	Period	Teacher 1	Room 1	Teacher 2	Room 2



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In the Timetable section, enter a 1 or 2 digit section code in the **Sec** field. This will differentiate each section of students in each grade level.

Course Section Maintenance

School Year: ☒ Current ☐ Next

Course

Course	Title	Short Name
A03	ART 7	Art 7

Timetable

Sec	Teacher	Room	Room Capacity	Min	Max	Sped Max
01	?	?			30	

Schedule

Semester	Term	Day	Period	Teacher 1	Room 1	Teacher 2	Room 2
				?	?	?	?

Select the **?** to open the List of Values for teachers.

Find %

Name
Aymar, Palmyra
Barnaby, Marie
Berry, Tamara
Bowen, Frank
Breslin, Karen
Brewer, Laura

Select the teacher of the Advisory class and click **Ok**.


Select the **Room** dropdown menu to choose a Room number the Advisory Class is located.

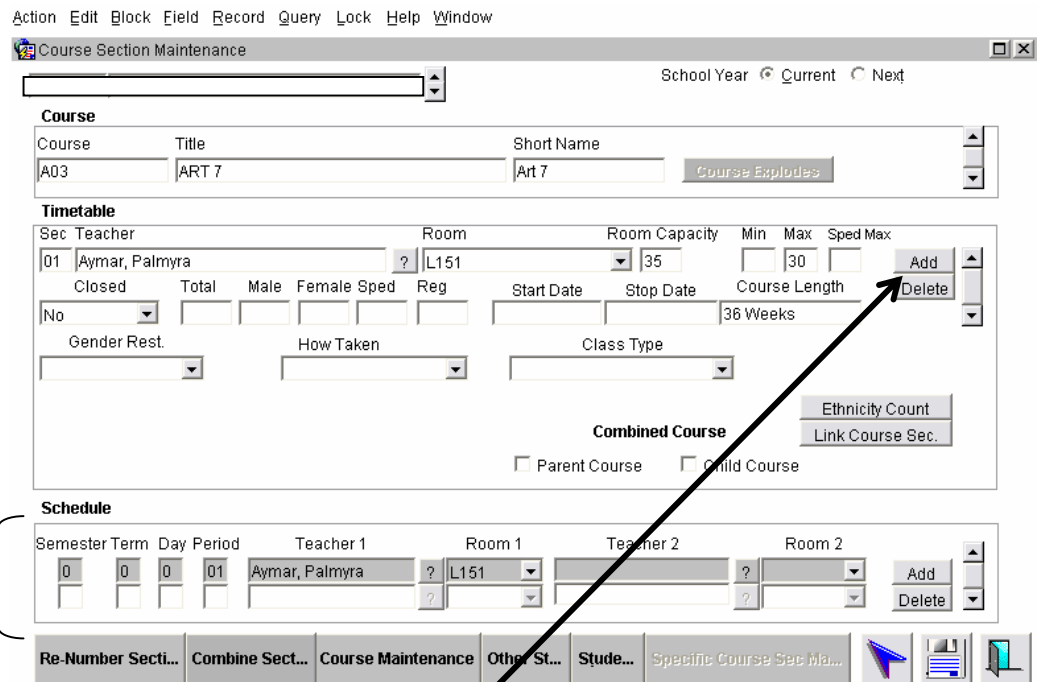
Room
L151
L227
L357
L358
M151
P150
R227



The Advisory class for self contained students will occur during 1st period daily for the entire school year.

In the **Schedule** section, enter **0** for **Semester**, **0** for **Term**, and **0** for **Day** representing a Full Year course taken every day of the week. Enter **01** in the **Period** field to represent the course occurs during 1st period.

Select the **Save** button  to save entries.



After completing the Timetable and Schedule sections of Course Section Maintenance, the user must add additional sections for each class/grade level by clicking the **Add** button. Follow the steps to enter new information in the **Timetable** and **Schedule** section for the new section.

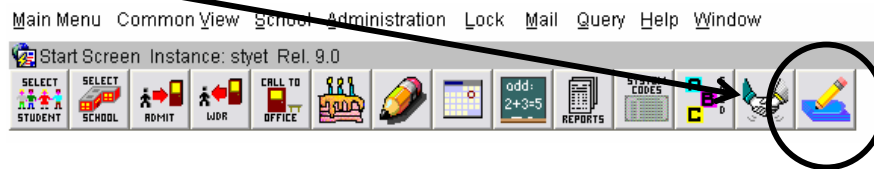
All sections for the Advisory class of the school's self contained grades (PreK through 6th) should now be entered in Course Section Maintenance.



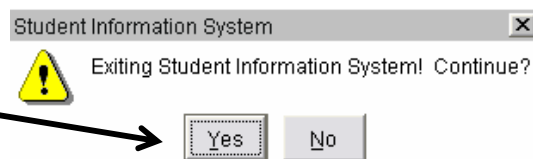
Accessing the Attendance Module

From the DCSTARS start screen, the user is able to begin documenting students' attendance by entering the Attendance Module.

Select the Attendance icon on the DCSTARS toolbar.



Select **Yes** to exit the Student Information System.



The Date field automatically defaults to the current date. If attendance is entered for a different date, manually enter the attendance date.



Click the plus sign to choose a date from the calendar.

Click Ok after the correct date is selected.

The Period Attendance Start Screen will display.



1) Period Attendance Class Entry Screen

Period Attendance Class Entry Screen is used to mark students absent from class.

The screenshot shows the 'Period Attendance' window. The 'Date used for Attendance' is set to 'Monday Jun. 02/2008' and the 'Cycle' is '1'. The 'User' field shows 'Name: WILSONJ03'. A callout box on the right displays the 'Period Attendance Menu' with options: Period Attendance, Select, Navigate, Mass Entry, Mass Sign In/Out Entry, Sign In/Out Entry, Full Day/Multi-Day Absence, Class Entry (highlighted), Team/Club Entry, Class Trips Entry, Bus Entry, School Closing Entry, Student Absences, Verify Registration, Reports, Attendance Intervention, Attendance Tumbles, Auto Dialer Interface, Attendance Entry Completion Log, and Exit. A text box at the bottom of the callout says 'Select Class Entry menu option.'

Period Attendance Menu

- Period Attendance
- Select
- Navigate
- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence
- Class Entry**
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

Select **Class Entry** menu option.

The Period Attendance Class Entry Screen will display. Query to select the desired class (F7, F8 functions).

The screenshot shows the 'Period Att-Class Entry' window. The 'Date' is 'Monday Jun 02, 2008'. The 'Classes' section shows 'Course: E01', 'Sec: 71', 'Teacher: Lee, Desiree', 'Room: 7002', 'Absences: 0', 'Lates: 0'. Below this is a table of students with columns for Course, Sec, Student Name, Reason, A., Lts., Sign In/Out, Time, Pupil No., and Phone No. The table lists 12 students, all with 'A.' (Absent) marked as 0.

Course	Sec	Student Name	Reason	A.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
E01	71	Battle, Matthew		0	0				
E01	71	Bowman, Toni		0	0				
E01	71	Clegg, Camille		0	0				
E01	71	Dames Jr, Robert Antoni		0	0				
E01	71	Davis, Donrail		0	0				
E01	71	Francisco, Ayind'e		0	0				
E01	71	Franklin, Christian		0	0				
E01	71	Gibson, Deandria		0	0				
E01	71	Green, Davon		0	0				
E01	71	Harper, Victoria		0	0				
E01	71	Horton, Deandre		0	0				
E01	71	Hunter, Shawn		0	0				
E01	71	Huntley, Juwon Eddie		0	0				

☐ Attendance Entry Completed



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Place a checkmark in the **A** column for absent students and a checkmark in the **L** column for late students.

A	L	Course	Sec.	Student Name	Reason	A.	Lts.	Sign In/Out	Time	Pupil No.	Phone No.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Battle,		0	0			9076810	1/2021420-6735
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Bowman,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Clegg,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Dames		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Davis,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Francisco,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Franklin,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Gibson,		0	0				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	E01	71	Green, Davon		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Harper,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Horton,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Hunter,		0	0				
<input type="checkbox"/>	<input type="checkbox"/>	E01	71	Huntley		0	0				

Check the Attendance Entry Complete box to save the attendance, and apply date/time for Attendance Entry

Note: The Reason field cannot be updated on the Class Entry screen. The field will display after entry in the Mass Entry screen.

2) Full Day/Multi-Day Absence

Full Day/Multi-Day Absence screen may be used to enter a single day or multiple days of student absences.

- Period Attendance
- Select
- Navigate
- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence**
- Class Entry
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

From the Period Attendance Start Screen, go to Period Attendance menu and select the **Full Day/Multi-Day Absence**.



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When accessing the Full-Day/Multi-Day Absence screen, the last student previously queried on another screen is automatically defaulted to this screen.

Click **Yes** to choose another student, and **No** to select the current student.

Please Note: If the user selects YES, query a student from the Select Pupil window (F7, F8 functions). Click the **Select** button to choose the student.



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Enter the first date of absence in the **From Date** field, the last day of absence **To Date** field, and the appropriate absence reason in the **Absence Reason** dropdown menu.

The number of days the student is marked absent will appear and the student's detail record will reflect an absence for each class period.

Select the **Save** button  to store your information

3) Period Attendance Mass Entry Screen

The Period Attendance Mass Entry Screen is a repository of all attendance records entered for a given day. The user is able to enter absence and tardy reasons for each class in this screen.

From the Period Attendance Start Screen, go to Period Attendance menu and select **Mass Entry**.



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Action
Edit
Record
Query
Navigate
Lock
Help
Window

Period Att.-Mass Entry Screen

1 EC

Monday Jun 02, 2008

Defaults:
Class
Office

Tumble
1
Semester
2
Term
1
Day
1

Student Name	Pupil No.	Class Entry	Course	Sec	Teacher	Per	Office Reason
Geller, Matthew	0036040	Absent	English 7	71	Lee, Desiree	8	
		?		?			
Clegg, Camille	0046074	Late	English 7	71	Lee, Desiree	8	
		?		?			
		?	Absent	English 7	71	Lee, Desiree	8
		?	Absent	English 7	71	Lee, Desiree	8
		?	Late	English 7	71	Lee, Desiree	8
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			
		?		?			

ADD

DEL



- Type the pupil number in the **Pupil No.** column.
- Select the ? in the **Pupil No.** column, and query the student by last name and/or first name in the **Select Pupil** window.

[illegible]



The screenshot displays the "Period Att-Mass Entry Screen". At the top, there's a menu bar with "Action", "Edit", "Record", "Query", "Navigate", "Lock", "Help", and "Window". Below it, a title bar reads "Period Att-Mass Entry Screen" and "EC". The date "Monday Jun 02, 2008" is shown on the right.

A "Defaults:" section includes fields for "Class", "Office", "Tumble" (set to 1), "Semester" (set to 2), "Term" (set to 1), and "Day" (set to 1).

The main data table has the following columns: Student Name, Pupil No., Class Entry, Course, Sec, Teacher, Per, and Office Reason. The first row shows "Doe, John" with pupil number "1234556". The "Class Entry" column contains a dropdown menu with options like "? Absent", "? Late", and "?".

A callout box highlights the dropdown options, showing "Absent" and "Late". Two arrows originate from the "Class Entry" column: one points to the callout box, and another points directly to the "Late" option within the dropdown.

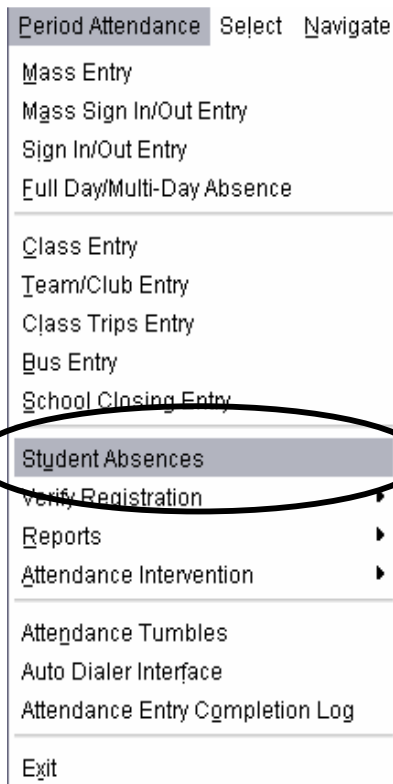
At the bottom, there are buttons for "ADD" and "DEL", along with standard Windows taskbar icons.

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4) Student Absences Screen

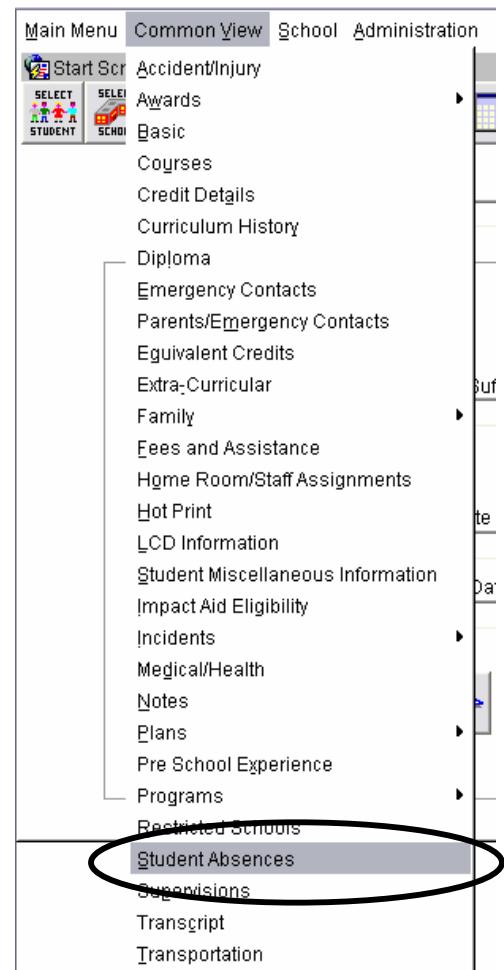
Individual student absence data may be viewed from either:

Attendance module



OR

Common View menu on the
DCSTARS Start Screen





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The student absences shows a list of all class periods for which a student has been marked absent or late along with the Office Reason assigned to the absence.

Action Edit Record Query Navigate Lock Common View Help Window

Period Attendance - Student Absences

EC Hrm No Homeroom RG 27-AUG-2007 Full-Time Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Guardian: 0- ext.

Authorized 7 Excused 0 Unexcused 127 Total Absences 134 Total Lates 5

☒ View by D... ☐ View by Cla... Semester All Total Pre./Mem. Days 146.00 / 180.00

Select the **View by Date** radio button to view absences/lates according to the date.

Date	Class Entry	Office Reason	Class	Teacher	Auth.
06/10/2008	Absent		AA8	Satill, Lisa	No
06/06/2008	Absent		AA8	Satill, Lisa	No
06/03/2008	Late		AA8	Satill, Lisa	No
05/29/2008	Absent		AA8	Satill, Lisa	No
05/27/2008	Absent		AA8	Satill, Lisa	No
05/13/2008	Absent		AA8	Satill, Lisa	No
05/01/2008	Absent		AA8	Satill, Lisa	No
04/08/2008	Absent	au.Suspended (OS)	AA8	Satill, Lisa	Yes
04/08/2008	Absent	au.Suspended (OS)	L10	Tcheffo, Jean-Marie	Yes
04/08/2008	Absent	au.Suspended (OS)	HC3	Collins, Mark	Yes

Summary Attendance History Modify Absence

Action Edit Record Query Navigate Lock Common View Help Window

Period Attendance - Student Absences

EC Hrm No Homeroom RG 27-AUG-2007 Full-Time Alert

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

Guardian: 0- ext.

Authorized 7 Excused 0 Unexcused 127 Total Absences 134 Total Lates 5

☐ View by D... ☒ View by Cla... Semester All Total Pre./Mem. Days 146.00 / 180.00

Select the **View by Class** radio button to view absences/lates according to the class.

Class	Sec	Sem	Per	Date	Class Entry	Office Reason	Tumble	Period	Total	Auth.
E01	71	0	2	04/07/2008	Absent	au.Suspended (OS)	1	2	1	Yes
M07	71	0	3	02/11/2008	Absent	un.Unexcused Absence	1	2	1	No
P11	71	1	3	02/07/2008	Absent	un.Unexcused Absence	1	2	1	No
F31	71	1	6	02/05/2008	Absent	un.Unexcused Absence	1	2	1	No
HC3	71	0	5	02/01/2008	Absent	un.Unexcused Absence	1	2	1	No
S01	71	0	4	01/30/2008	Absent	un.Unexcused Absence	1	2	1	No
N45	71	1	6	01/28/2008	Absent	un.Unexcused Absence	1	2	1	No
A03	71	1	2	01/24/2008	Absent	un.Unexcused Absence	1	2	1	No
AA8	71	0	1	01/22/2008	Absent	un.Unexcused Absence	1	2	1	No
L10	17	2	3	01/17/2008	Absent	un.Unexcused Absence	1	2	1	No

Summary Attendance History Modify Absence

Select the **Summary** button to view a summary of the student absence data.



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The F7, F8 query functions will not operate in this screen. However, if the user desires to view a different student, manually delete the pupil number, type in the new pupil number, and select the **Query** button.

Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

EC

☒ Days

☐ Periods

☐ Reasons

Student: 91223234 Bates, Dajuan

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

This button will allow you to query another student by pupil number only.

Click the **Days** radio button to view a summary of the student absence data according to Days converted to full and 1/2 day absences.

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
Monday	0	0	0	0	0	0	0	0	0.00
Tuesday	0	0	0	0	0	0	0	0	0.00
Wednesday	0	0	0	0	0	0	0	0	0.00
Thursday	0	0	0	0	0	0	0	0	0.00
Friday	0	0	0	0	0	0	0	0	0.00
Saturday	0	0	0	0	0	0	0	0	0.00
Sunday	0	0	0	0	0	0	0	0	0.00
Total	0	0	0	0	0	0	0	0	0.00



Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

EC

☐ Days

☐ Periods

☒ Reasons

Student: 923048

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

Click the **Reasons** radio button to view the summary of the student absence data according to Reasons converted to full and 1/2 day absences.

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
ex.Excused Absence	0	0	2	1	0	0	2	1	2.00
ex.Illness	0	0	1	0	0	0	1	0	0.50
in.Unexcused Absence	0	0	0	0	4	0	4	0	2.00
Total	0	0	3	1	4	0	7	1	4.50





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Period/Days Attendance Summaries

Days ☒ Periods ☐ Reasons

Student: _____

Date Range - Start: 08/24/2007 End: 06/30/2008

Query

Click the **Periods** radio button to view the summary of the student absence data according to Periods.

Period	Authorized	Excused	Unexcused	Total Absent	Total Late
1	1	4	3	8	3
2	0	0	0		0
3	0	0	1	1	0
4	1	2	4	7	0
5	1	3	0	4	1
6	0	3	2	5	0
7	0	7	6	13	0
Total	3	19	16	38	4

From the **Period Attendance – Student Absences** screen, select the Attendance History button

Attendance History. This allows the user to view the students archived attendance history from previous years, including every school attended in the District of Columbia Public School System.

Action Edit Record Query Navigate Lock Common View Help Window

Archived Attendance History

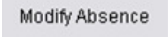
Student _____

Query


Absence History

	School	Year	Member Days	Days Absent	Unexcused Abs.
291	Orr Elementary School	2004	168	37	10
291	Orr Elementary School	2005	180	17	17
417	Kramer Middle School	2006	179	14	57



The Modify Absence button  allows the user with proper authority to make changes to a student's current year attendance records.

Printing Attendance Summary

To print the students Attendance Summary, select the Hot Print button  from the Period Attendance-Student Absences screen.

Select the Attendance Summary checkbox to view the information.

Action Edit Record Query Navigate Lock Common View Help Window

Hot Print

Pupil No. _____

- | | |
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| <input type="checkbox"/> Office Index Card | <input type="checkbox"/> Status Sheet |
| <input type="checkbox"/> Report Card | <input type="checkbox"/> Student Transfer Form |
| <input checked="" type="checkbox"/> Attendance Summary | <input type="checkbox"/> Notes |
| <input type="checkbox"/> Condensed Attendance Summary | <input type="checkbox"/> Suspensions/Notes/Disciplines |
| <input type="checkbox"/> Yearly Attendance Card | <input type="checkbox"/> Student Medication History |
| <input type="checkbox"/> Timetable | <input type="checkbox"/> Student Screening History |
| <input type="checkbox"/> Timetable Next Year | <input type="checkbox"/> Student Verification Form |
| <input type="checkbox"/> Student Transcript | <input type="checkbox"/> Immunization |
| <input type="checkbox"/> Interim Report | <input type="checkbox"/> Withdraw Form |

Select the Hot Print button.